



AUDITOR (AID) Locally Hire U.S. Personal Services Contractor (U.S. PSC)

1. **Solicitation Number:** 685-13-003
2. **Issuance date:** 09/23/2013
3. **Closing date/time:** 10/11/2013 at 17:00 pm (Senegal Time)
4. **Position title:** AUDITOR (AID)
5. **Market value:** GS 11 (\$50,287 - \$65,371)
Final compensation will be negotiated within the listed market value based upon the candidate's past salary history, work experience and educational background.
6. **Organization Location of Position:** Dakar, Senegal
7. **Direct Supervisor:** Regional Inspector General
8. **Supervisory Control:** Supervisor is the RIG/Dakar or Audit Manager. Work is assigned generally in broad terms with objectives to be achieved and suggestions as to approach and/or methodology. Supervisor reviews work incrementally for compliance with IG policy and procedures. Frequently the incumbent travels to other countries unaccompanied by supervision.
9. **Period of Performance:** Immediate upon receipt of security/medical clearances.
(The Personal Services Contract will be for 12 months, with options of four-one year extensions up to a maximum of five years, subject to availability of funds)
10. **Place of Performance:** Dakar, Senegal
11. **Security Access:** Secret
12. **Area of Consideration:** U.S. Citizens

I. BASIC FUNCTION OF POSITION

The primary purpose of this position is to serve as an Auditor for RIG/Dakar. S/he conducts designated tasks associated with high quality performance audits in compliance with GAGAS, performs desk reviews of financial audits of USAID recipients (as needed), and assists in the management activities of the Non Federal Audit (NFA) program.

II. DUTIES AND RESPONSIBILITIES

Perform operational audits as assigned	80%
Present Auditing Standards Course	5%
Financial Audit activities	15%
For Performance Audit activities, the incumbent's role is to:	

Conducts designated tasks associated with high quality performance audits in compliance with GAGAS. These include, but are not limited to, coordination with relevant mission or headquarters entities, making travel arrangements, research and data-gathering, participating in the entrance and/or exit conferences, gathering appropriate and sufficient evidence, developing findings, preparing and reviewing working papers in the electronic database system, drafting designated portions of the audit report, and responding to comments.

In addition, contributes to various other tasks that might be assigned by RIG/Dakar management, such as contributing to annual audit planning, training less experienced auditors, independently referencing draft and final reports for other audit teams; doing special analyses, providing feedback for performance appraisals, and other tasks as assigned.

For Financial Audit activities, the incumbent's role is to:

Assist the NFA coordinator as needed to ensure the quality of audits performed by public accounting firms. This activity involves: (1) performing desk reviews of audit reports submitted by missions; (2) communicating with missions and audit firms to improve the quality of submitted audit reports; (3) approving or rejecting submitted audit reports; (4) performing Quality Control Reviews of public accounting firms' working papers for selected audit reports; and (5) and providing guidance to approved audit firms during the audits. RIG/Dakar region of cognizance covers 28 countries in North, West, and Central Africa and, currently, includes 30 approved audit firms.

Issue audit reports that are found acceptable and distribute them to USAID officials. This activity involves" (1) drafting letter reports to USAID missions directors and controllers for the RIG's signature; (2) making recommendations to missions based on the findings in the audit reports; and (3) following up on the recommendations for prompt resolution.

As Trainer, the incumbent's role is to:

Participate as a team member in the development and presentation of training courses on auditing in USAID environment. Specifically, the courses focus on U.S. Government Auditing Standards; the USAID Guidelines for Financial Audits Contracted by Foreign Recipients; USAID Costs Principles; and Fraud Awareness.

The Courses are given in French and English to Supreme Audit Institutions, public accounting firms, USAID recipients, and USAID missions. The courses consist of presentations, discussions, and exercises. Preparation of the courses requires research, preparing PowerPoint slides, and developing exercises. A large part of the training is composed of discussing audit subject and activities and answering questions in front of audience that are already experts in this area. To be effective, the Trainer must have an intimate knowledge of U.S. Government Auditing Standards and their application to USAID audits..

III. POSITION ELEMENTS:

1. Leadership: The job holder should strive to inspire, and motivate others toward the achievement of OIG goals. He/she should be willing to take initiative to go beyond assigned tasks, identify opportunities for improvement, and seek increased job responsibility.

2. Supervisory controls: Supervisor is the RIG/Dakar or Audit Manager. Work is assigned generally in broad terms with objectives to be achieved and suggestions as to approach and/or methodology. Supervisor reviews work incrementally for compliance with IG policy and procedures. Frequently the incumbent travels to other countries unaccompanied by supervisor.

3. Available Guidelines: USAID. Automated Directive System, OIG Handbooks, Audit Guides and work plans, GAO Government Accounting Standards (Yellow Book), AICPA Standards and Guides for Financial Audits.

4. Nature, Level, Purpose of Contacts: The job holder will participate in substantive meetings and discussions with high level officials of missions where audit is conducted, as well as key officials of government organizations being audit.

5. Purpose of Contacts: The job holder will maintain a wide range of contacts with such officials to gather factual information and present audit findings and recommendations.

6. Exercise of Judgment: Substantial judgment is required when missions propose areas of audit when incumbent is there on his own, in deciding whether to accept such proposals, tell them that this is not a proper area of inquiry or to bring back their proposals for decision. Judgment in determining whether all technical aspects of audits are adequately addressed is also required.

7. Authority to Make Commitments: Is authorized to incur costs for reasonable expenses in the course of audit assignments; i.e., travel, accommodations, supplies, etc.

IV. MINIMUM QUALIFICATIONS:

The incumbent must:

- a. Possess a University Degree in accounting, finance, computer science, or business administration. Completion of some postgraduate study, and/or possession of a CPA, is desirable

- b. Have a minimum of five years of progressively responsible experience in professional accounting and/or auditing is required. Former experience with the USG or USAID is highly desirable, but not required.
- c. Have Level IV English and Level II French is required.
- d. Have A thorough knowledge of professional auditing standards, theories, practices and terminology, and of the principles and accepted practices of governmental and business accounting, is required. A thorough knowledge of applicable U.S. laws and host-country requirements and of USAID programs, goals, and objectives. Must be familiar with USAID regulations and procedures in particular and USAID organization and operations in general. A thorough knowledge of administrative theory and practice and a general knowledge of supply, procurement, contracting and budget matters is required.
- e. Have good organizational skills, the ability to analyze factual data and to apply creative thinking and sound independent judgment. Must be able to assimilate and assess difficult and often conflicting materials while recognizing relevant information, and to evaluate audit implications of relevant data. Skills are required to establish and maintain contacts with mid-to high-level officials of USAID and the GOS, regarding sensitive matters during the audit process and in presenting and supporting recommendations. Must be able to prepare written reports summarizing audit results, audit progress reports, cables, and other correspondence. Work requires skill in the presentation of audit findings in various forums, including USAID missions, AID/W, and/or grantee offices and to host-government officials in Senegal and other countries in West Africa. In addition, the ability to prepare and present courses of instruction to mission, contractor, and host government personnel. The courses will cover U.S. government auditing standards, especially their application to USAID financial audits.

5. **SELECTION CRITERIA:**

- a. **Relevant Education (15 points)**
Work requires a University Degree in accounting, finance, computer science, or business administration. Completion of some postgraduate study, and/or possession of a CPA, is desirable;
- b. **Relevant Experience (30 points)**
A minimum of five years of progressively responsible experience in professional accounting and/or auditing is required. Former experience with the USG or USAID is highly desirable, but not required.
- c. **Language Proficiency (15 points)**
Level IV English and Level II French is required.
- d. **Knowledge (20 points)**
A thorough knowledge of professional auditing standards, theories, practices and terminology, and of the principles and accepted practices of governmental and business accounting, is required. A thorough knowledge of applicable U.S. laws and host-country requirements and of USAID programs, goals, and objectives.
Must be familiar with USAID regulations and procedures in particular and USAID organization and operations in general. A thorough knowledge of administrative theory and practice and a general knowledge of supply, procurement, contracting and budget matters is required.
- e. **Skills and Ability (20 points)**
Must have good organizational skills, the ability to analyze factual data and to apply creative thinking and sound independent judgment. Must be able to assimilate and assess difficult and

often conflicting materials while recognizing relevant information, and to evaluate audit implications of relevant data. Skills are required to establish and maintain contacts with mid- to high-level officials of USAID and the GOS, regarding sensitive matters during the audit process and in presenting and supporting recommendations. Must be able to prepare written reports summarizing audit results, audit progress reports, cables, and other correspondence. Work requires skill in the presentation of audit findings in various forums, including USAID missions, AID/W, and/or grantee offices and to host-government officials in Senegal and other countries in West Africa. In addition, the ability to prepare and present courses of instruction to mission, contractor, and host government personnel. The courses will cover U.S. government auditing standards, especially their application to USAID financial audits..

6. INSTRUCTIONS TO APPLICANTS

Interested individuals must submit:

- (i) his/her most current curriculum vitae (CV) or resume;
- (ii) signed SF 171 or OF 612;
- (iii) three (3) references who are not family members or relatives, with working telephone and email contacts,
- (iv) a written statement certifying the date and length of time for which the candidate is available for the position; and
- (v) a cover letter of application highlighting your reason for applying for the position

The CV/resume must contain sufficient relevant information to evaluate the application in accordance with the stated evaluation criteria. A written statement that responds to the requirements of the position may also be included as an attachment. Broad general statements that are vague or lacking specificity will not be considered as effectively addressing particular selection criteria. The applicant's references must be able to provide substantive information about his/her past performance and abilities.

USAID/Senegal reserves the right to obtain from previous employers relevant information concerning the applicant's past performance and may consider such information in its evaluation. **(The SF 171 or OF 612 must be signed and those submitted unsigned will be rejected.)** Applicants must provide their full mailing address with telephone, facsimile numbers and email address and should retain for their records copies of all enclosures that accompany their submissions.

Applications must be received by the closing date and time at the address specified in the cover letter and should be sent to the following email address:

usaiddakar-hr@usaid.gov
Attn.: Steven T. Cowper
Sup. Regional Executive Officer

or

Aminata Dagnoko (Dieme)
Human Resources Specialist

To ensure consideration of applications for the intended position, please reference the solicitation number on your application, and as the subject line in any cover letter. The highest ranking applicants may be selected for an interview.

7. LIST OF REQUIRED FORMS FOR PSCS:

Forms outlined below can found at

http://www.usaid.gov/business/business_opportunities/psc_solicitations.html

1. Standard Form 171 or Optional Form 612.
2. Contractor Physical Examination (AID Form 1420-62). **
3. Questionnaire for Sensitive Positions (for National Security) (SF-86), or **
4. Questionnaire for Non-Sensitive Positions (SF-85). **
5. Finger Print Card (FD-258). **

**Forms 2 through 5 shall be completed only upon the advice of the Contracting Officer that an applicant is the successful candidate for the job.

8. CONTRACT INFORMATION BULLETINS (CIBS)/ACQUISITION AND ASSISTANCE POLICY DIRECTIVE (AAPDS) PERTAINING TO PSCS:

CIBs/AAPDs contain changes to USAID policy and General Provisions in USAID regulations and contracts. Please refer to this website

http://www.usaid.gov/business/business_opportunities/cib/subject.html#psc

to determine which CIBs/AAPDs apply to this contract.

9. BENEFITS/ALLOWANCES:

As a matter of policy, and as appropriate, a USPSC is normally authorized the following benefits and allowances: (NOTE: An individual defined as a Resident Hire employee may only be eligible for those benefits listed under item A below.)

BENEFITS:

Employee's FICA Contribution
Contribution toward Health & Life Insurance
Pay Comparability Adjustment
Eligibility for Worker's Compensation
Annual & Sick Leave

*Standardized Regulations (Government Civilians Foreign Areas).

Security & Medical Clearances


The Contractor will be required to obtain a medical clearance prior to service overseas. Also, a temporary employment authorization security clearance must be initiated prior to travel to post of duty.


FEDERAL TAXES: USPSCs are **not** exempt from payment of Federal Income taxes.

EQUAL EMPLOYMENT OPPORTUNITY: *The US Mission in Senegal provides equal opportunity and fair and equitable treatment in employment to all people without regard to race, color, religion, sex, national origin, age, disability, political affiliation, marital status, or sexual orientation. USAID/Senegal also strives to achieve equal employment opportunity in all personnel operations through continuing diversity enhancement programs.*

The EEO complaint procedure is not available to individuals who believe they have been denied equal opportunity based upon marital status or political affiliation. Individuals with such complaints should avail themselves of the appropriate grievance procedures, remedies for prohibited personnel practices, and/or courts for relief.

Cleared by:

Abdoulaye Gueye, RIG:  Date: 9/23/2013

Steven T. Cowper, Sup. Reg. EXO:  Date: 9/23/2013